



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Ralph L. De Panfilis, Treasurer
Christopher Shays for Congress Committee
132 East Putnam Avenue
Cos Cob, CT 06807

DEC 6 2000

Identification Number: C00215699

Reference: 12 Day Pre-General Report (10/1/00-10/18/00)

Dear Mr. De Panfilis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 11(c), Column A, of the Detailed Summary Page discloses \$3,000 in receipts. Schedule A supporting Line 11(c) itemizes \$2,000 in receipts. These amounts should be the same. Please correct this discrepancy and file an amendment to your report(s). (11 CFR §104.3(a))

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request